

SCHOOL MI-ACCESS COORDINATOR

QUICK START GUIDE

SPRING 2014 MI-ACCESS FI SOCIAL STUDIES ONLINE PILOT

Each school participating in the MI-Access social studies pilot must appoint one person to be its School MI-Access Coordinator (SMC). This person will be responsible for managing all pilot testing activities at the building level. Some of the SMC's activities will be completed before testing begins, some will be completed on the day of testing, and some will be completed after students have finished testing. This checklist will help SMCs make sure they have completed all necessary activities at the proper time.

BEFORE

- € Inform all parties involved of the pilot window: **April 1 - May 9, 2014.**
- € Print and read the School MI-Access Coordinator and Assessment Administrator Manual (available at www.michigan.gov/mi-access and at <https://mi.drctdirect.com>).
- € Complete the "About the Assessments" and "School MI-Access Coordinator" modules in the MI-Access Social Studies Pilot Online Learning Program (at www.michigan.gov/mi-access).
- € Coordinate and verify test engine (INSIGHT) set up with the MI-Access Technology Coordinator.
- € Print and distribute the manual to Assessment Administrators (AAs).
- € Coordinate training of AAs and students (using the online learning program and Online Tools Training)
- € Complete and manage OSA Security Compliance Forms.
- € Schedule testing periods and prepare testing rooms.
- € Create and manage test sessions in eDIRECT (at <https://mi.drctdirect.com>).

DURING

- € Print student test tickets from eDIRECT and sort according to instructions in the manual.
- € Distribute student test tickets to AAs.
- € Support AAs during pilot testing.
- € Communicate with DRC Customer Support and the OSA as needed.
 - DRC Phone: 1-866-593-9196 or DRC Email: MISSupport@datarecognitioncorp.com
 - OSA Phone: 1-877-560-8378, Option 2 or OSA Email: BAA@michigan.gov

AFTER

- € Collect and destroy all student test tickets (and rosters, if used).
- € Verify that students show "completed" testing status in eDIRECT (at <https://mi-drctdirect.com>).
- € Schedule makeup test periods as needed.

Detailed information on how to complete these activities can be found in the **School Coordinator and Assessment Administrator Manual**, which is available at www.michigan.gov/mi-access and at <https://mi.drctdirect.com>.